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Contract Holder

## **GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

### **SCHEDULE NUMBER 738X Human Resources and EEO Services**

**SIN 595 21 Human Resource Services (excluding EEO Services)**

**SIN 595 28 Social Services, Professional Counseling and Veterans Re-adjustment & Behavioral Health Services**

**FSC Group: R799**

**CONTRACT NUMBER: GS-02F-137AA**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [www.fss.gsa.gov](http://www.fss.gsa.gov). Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.*

**CONTRACT PERIOD: April 23, 2013 TO April 22, 2018**

**MODIFICATION NUMBER: CM-A316, Dated August 12, 2013  
CM-A344, Dated January 10, 2014**

**MSB Analytics is a Small, Disadvantaged, 8(a) Business**

## ORDERING INFORMATION

1a. Table of awarded Special Item Numbers (SINs):

<b>SIN #</b>	<b>SIN Title</b>
<b>595 21</b>	<b>Human Resources</b>
<b>595 28</b>	<b>Social Services</b>

1b. Unit Pricing for each special item number:

**Refer to Price Lists by Labor Category included in this Catalog**

1c. Description of job titles, experience, functional responsibility and education:

**Refer to Labor Category Information included in this Catalog**

2. Maximum order: **\$1,000,000**

3. Minimum order: **\$1,000**

4. Geographic coverage: **Domestic delivery, CONUS**

5. Point(s) of production: **Huntsville, Alabama**

6. Discount from list prices: **Net prices are included on this price list**

7. Quantity discounts: **None**

8. Prompt payment terms: **Net 30 days**

9a. Government purchase cards are accepted at or below the micro-purchase threshold: **Yes**

9b. Government purchase cards are accepted above the micro-purchase threshold:

**Yes**

10. Foreign items: **Not Applicable**

11a. Time of delivery: **30 Days ARO**

11b. Expedited delivery: **Not Applicable**

11c. Overnight and 2-day delivery: **Not Applicable**

11d. Urgent requirements: **Contact Contract Administrator for urgent**

12. F.O.B. point(s):

**Destination – Delivery charges are paid by the seller and included in the unit price**

**Origin – Seller prepays the delivery charges and adds them to the invoice**

**Origin – Buyer pays shipping costs using a Government Bill of Lading (GBL)**

13a. Ordering address: **MSB Analytics, Inc.  
5021 Bradford Drive  
Suite 155  
Huntsville, Alabama 35805**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules).)

14. Payment address: **MSB Analytics, Inc.  
5021 Bradford Drive  
Suite 155  
Huntsville, Alabama 35805**

15. Warranty provision: **Standard Commercial Services Warranty**

16. Export packing charges: **Not Applicable**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **Terms and Conditions are the same as for other purchases**

18. to 24b. **Not Applicable to MSB Analytics**

25. Data Universal Number System (DUNS) number: **620935655**

26. Central Contractor Registration (CCR) database: **Registered and Registration Valid through July 31, 2014, Contractor and Government Entity Code: 4BC08**

27. Company's policy regarding uncompensated overtime:  
**MSBA pays overtime premium to hourly or non-exempt employees in accordance with the applicable federal and state wage and hour regulations for all hours worked in excess of 8 hours in one day or in excess of 40 hours in a workweek. Salaried or exempt employees are eligible to receive overtime pay at their base rate when the overtime hours worked are scheduled and approved, in order to meet a customer required delivery schedule.**

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## **ABOUT MSB ANALYTICS, Inc.**

MSB Analytics, Inc. (MSBA) is a Huntsville, Alabama-based U.S. Small Business Administration (SBA) Certified 8(a)/Small Disadvantaged Business that entered the Business Development Program on July 1, 2008. The Company was founded in 2006, with the vision of providing high-quality, analysis-based, professional business and technical services to Federal Government and commercial customers. MSBA's management philosophy includes the belief that "what gets measured gets done!"

MSBA fosters an environment that attracts and retains competent, collaborative, motivated, responsible, diverse, and customer-oriented professionals by striving daily to reflect its founding principles: 1) to operate with high integrity, ethical and moral values; 2) to deliver excellent quality products and services that exceed customer expectations; 3) to treat all people with honesty and respect; 4) to maintain a work environment where team member contributions are valued and rewarded and, 5) to encourage and support professional development and accountability.

Since its inception in 2006, MSBA has been awarded 17 Federal Government contracts, subcontracts, and task orders with a total value of \$6,831,000. We have extensive, highly successful experience operating exclusively under firm fixed price contracts.

## CUSTOMER INFORMATION

### ***AWARDED SPECIAL ITEM NUMBERS (SIN)***

#### **Human Resources, Special Item Number (SIN) 595 21**

Human Resource Services include, but are not limited to, providing support in the functions of planning, recruitment and internal placement, position classification, personnel actions, training, employee relations, outplacement, function review/integration services and worker's compensation.

Pricing for Customer Site and Home Office Labor by Category is given on the following pages. Detailed descriptions, experience and education requirements are shown in this catalog for each labor category under contract.



**Contractor: MSB Analytics, Incorporated**  
**SIN 595-21**  
**Customer Site**

Direct Labor Category	2013 Labor Rate per Hour	2014 Labor Rate per Hour	2015 Labor Rate per Hour	2016 Labor Rate per Hour	2017 Labor Rate per Hour
<b><u>Subject Matter Expert</u></b>					
SME - Level II	\$ 162.84	\$ 166.10	\$ 169.42	\$ 172.81	\$ 176.26
<b><u>Human Resources Consulting</u></b>					
Consultant - Level I	\$ 64.00	\$ 65.28	\$ 66.59	\$ 67.92	\$ 69.28
Consultant - Level II	\$ 82.34	\$ 83.99	\$ 85.67	\$ 87.38	\$ 89.12
Consultant - Level III	\$ 90.24	\$ 92.05	\$ 93.89	\$ 95.76	\$ 97.68
Consultant - Level IV	\$ 99.34	\$ 101.32	\$ 103.35	\$ 105.41	\$ 107.52
<b><u>Management</u></b>					
Program/Project Manager - Level I	\$ 46.33	\$ 47.26	\$ 48.21	\$ 49.18	\$ 50.16
Program/Project Manager - Level II	\$ 94.59	\$ 96.49	\$ 98.42	\$ 100.39	\$ 102.39
Program/Project Manager - Level III	\$ 99.94	\$ 101.94	\$ 103.97	\$ 106.05	\$ 108.18
<b><u>Systems &amp; Quality Control Engineering</u></b>					
Systems/QC Engineer - Level I	\$ 49.97	\$ 50.97	\$ 51.99	\$ 53.02	\$ 54.08
Systems/QC Engineer - Level II	\$ 77.00	\$ 78.54	\$ 80.12	\$ 81.72	\$ 83.35
Systems/QC Engineer - Level III	\$ 105.82	\$ 107.93	\$ 110.09	\$ 112.30	\$ 114.54
<b><u>Resource Management Analysis</u></b>					
Analyst - Level I	\$ 38.42	\$ 39.18	\$ 39.97	\$ 40.76	\$ 41.58
Analyst - Level II	\$ 60.21	\$ 61.42	\$ 62.65	\$ 63.90	\$ 65.18
Analyst - Level III	\$ 97.93	\$ 99.88	\$ 101.88	\$ 103.91	\$ 105.99
<b><u>HR Technical Support</u></b>					
Technician - Level I	\$ 27.34	\$ 27.89	\$ 28.44	\$ 29.01	\$ 29.59
Technician - Level II	\$ 34.70	\$ 35.39	\$ 36.10	\$ 36.82	\$ 37.56
Technician - Level III	\$ 43.88	\$ 44.75	\$ 45.65	\$ 46.57	\$ 47.49
Technician - Level IV	\$ 60.07	\$ 61.27	\$ 62.50	\$ 63.74	\$ 65.02
Technician - Level V	\$ 71.39	\$ 72.82	\$ 74.28	\$ 75.76	\$ 77.28
<b><u>HR Administration</u></b>					
Administrative - Level I	\$ 25.61	\$ 26.12	\$ 26.65	\$ 27.18	\$ 27.73
Administrative - Level II	\$ 35.66	\$ 36.37	\$ 37.10	\$ 37.84	\$ 38.60
Administrative - Level III	\$ 43.86	\$ 44.73	\$ 45.63	\$ 46.55	\$ 47.47
Administrative - Level IV	\$ 53.79	\$ 54.87	\$ 55.97	\$ 57.08	\$ 58.22



**Contractor: MSB Analytics, Incorporated**

**SIN 595-21**

**Home Office**

<b>Direct Labor Category</b>	<b>2013 Labor Rate per Hour</b>	<b>2014 Labor Rate per Hour</b>	<b>2015 Labor Rate per Hour</b>	<b>2016 Labor Rate per Hour</b>	<b>2017 Labor Rate per Hour</b>
<b><u>Subject Matter Expert</u></b>					
SME - Level II	\$ 165.03	\$ 168.33	\$ 171.70	\$ 175.13	\$ 178.64
<b><u>Human Resources Consulting</u></b>					
Consultant - Level I	\$ 66.03	\$ 67.35	\$ 68.70	\$ 70.07	\$ 71.47
Consultant - Level II	\$ 85.16	\$ 86.87	\$ 88.60	\$ 90.37	\$ 92.18
Consultant - Level III	\$ 92.28	\$ 94.12	\$ 96.00	\$ 97.93	\$ 99.88
Consultant - Level IV	\$ 101.36	\$ 103.39	\$ 105.46	\$ 107.56	\$ 109.72
<b><u>Management</u></b>					
Program/Project Manager - Level I	\$ 48.37	\$ 49.34	\$ 50.32	\$ 51.33	\$ 52.36
Program/Project Manager - Level II	\$ 96.64	\$ 98.57	\$ 100.55	\$ 102.56	\$ 104.62
Program/Project Manager - Level III	\$ 101.98	\$ 104.01	\$ 106.09	\$ 108.22	\$ 110.38
<b><u>Systems &amp; Quality Control Engineering</u></b>					
Systems/QC Engineer - Level I	\$ 52.01	\$ 53.04	\$ 54.10	\$ 55.18	\$ 56.29
Systems/QC Engineer - Level II	\$ 79.05	\$ 80.63	\$ 82.24	\$ 83.88	\$ 85.57
Systems/QC Engineer - Level III	\$ 107.84	\$ 110.00	\$ 112.20	\$ 114.44	\$ 116.73
<b><u>Resource Management Analysis</u></b>					
Analyst - Level I	\$ 40.51	\$ 41.32	\$ 42.14	\$ 42.99	\$ 43.85
Analyst - Level II	\$ 62.22	\$ 63.47	\$ 64.74	\$ 66.04	\$ 67.36
Analyst - Level III	\$ 100.14	\$ 102.14	\$ 104.19	\$ 106.27	\$ 108.40
<b><u>HR Technical Support</u></b>					
Technician - Level I	\$ 29.46	\$ 30.04	\$ 30.65	\$ 31.26	\$ 31.89
Technician - Level II	\$ 36.72	\$ 37.46	\$ 38.20	\$ 38.97	\$ 39.75
Technician - Level III	\$ 45.93	\$ 46.85	\$ 47.79	\$ 48.74	\$ 49.72
Technician - Level IV	\$ 62.35	\$ 63.60	\$ 64.87	\$ 66.17	\$ 67.49
Technician - Level V	\$ 73.43	\$ 74.90	\$ 76.40	\$ 77.93	\$ 79.49
<b><u>HR Administration</u></b>					
Administrative - Level I	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.94
Administrative - Level II	\$ 37.71	\$ 38.47	\$ 39.23	\$ 40.02	\$ 40.81
Administrative - Level III	\$ 45.89	\$ 46.81	\$ 47.75	\$ 48.70	\$ 49.68
Administrative - Level IV	\$ 55.82	\$ 56.93	\$ 58.07	\$ 59.23	\$ 60.42



## **Social Services, Special Item Number (SIN) 595 28**

Social Services, Professional Counseling and Veterans Readjustment & Behavioral Health Services Contractor provides comprehensive employee assistance and related social and behavioral health counseling and readjustment services including, but not limited to, traditional EAP, vocational and psychosocial rehabilitation, physical/occupational/educational therapy and outpatient recovery; personal and family support, wellness coaching, psychotherapy, including homeless counseling and placement services, emergency response and social advocacy services, educational and public health program administration, service registries (employment, daycare, etc); legal, benefit/compensation consultation in the areas of individual and family personal and financial enhancement. Provides Telemental Health counseling services which augments treatment and improves patient access using Telehealth channels. Provides licensed and credentialed personnel who provide case management behavioral health support leading to improved patient centered outcomes in the evaluation, assessment, treatment and rehabilitation of identified patient population individuals (i.e. multi-tour war theater veterans; disaster victims; incarcerated individuals delivered either in-the-home, in community based facilities or in correctional facilities), telephonically, via remote video and/or via telehealth, web-based and/or social media channels - in areas including but not limited to, substance abuse disorder (SUD), suicide prevention, depression, military sexual trauma (MST), Post-Traumatic Stress Disorder (PTSD) and/or Traumatic Brain Injury (TBI) and/or Polytrauma. Services may be all inclusive, separate, short and/or long term, bundled or unbundled.



Pricing for Customer Site and Home Office is given on the following pages. Detailed descriptions, experience and education requirements are shown in this catalog for each labor category under contract.

**Contractor: MSB Analytics, Incorporated**  
**SIN 595-28**  
**Customer Site**

<b>Direct Labor Category</b>	<b>2013 Labor Rate per Hour</b>	<b>2014 Labor Rate per Hour</b>	<b>2015 Labor Rate per Hour</b>	<b>2016 Labor Rate per Hour</b>	<b>2017 Labor Rate per Hour</b>
<b><i>Human Resources Consulting</i></b>					
Consultant - Level I	\$ 64.00	\$ 65.28	\$ 66.59	\$ 67.92	\$ 69.28
Consultant - Level II	\$ 82.34	\$ 83.99	\$ 85.67	\$ 87.38	\$ 89.12
Consultant - Level III	\$ 90.24	\$ 92.05	\$ 93.89	\$ 95.76	\$ 97.68
Consultant - Level IV	\$ 99.34	\$ 101.32	\$ 103.35	\$ 105.41	\$ 107.52
<b><i>Resource Management Analysis</i></b>					
Analyst - Level I	\$ 38.42	\$ 39.18	\$ 39.97	\$ 40.76	\$ 41.58
Analyst - Level II	\$ 60.21	\$ 61.42	\$ 62.65	\$ 63.90	\$ 65.18
Analyst - Level III	\$ 97.93	\$ 99.88	\$ 101.88	\$ 103.91	\$ 105.99
<b><i>HR Administration</i></b>					
Administrative - Level I	\$ 25.61	\$ 26.12	\$ 26.65	\$ 27.18	\$ 27.73
Administrative - Level II	\$ 35.66	\$ 36.37	\$ 37.10	\$ 37.84	\$ 38.60
Administrative - Level III	\$ 43.86	\$ 44.73	\$ 45.63	\$ 46.55	\$ 47.47
Administrative - Level IV	\$ 53.79	\$ 54.87	\$ 55.97	\$ 57.08	\$ 58.22

**Contractor: MSB Analytics, Incorporated**  
**SIN 595-28**  
**Home Office**

<b>Direct Labor Category</b>	<b>2013 Labor Rate per Hour</b>	<b>2014 Labor Rate per Hour</b>	<b>2015 Labor Rate per Hour</b>	<b>2016 Labor Rate per Hour</b>	<b>2017 Labor Rate per Hour</b>
<b><i>Human Resources Consulting</i></b>					
Consultant - Level I	66.03	67.35	68.70	70.07	71.47
Consultant - Level II	85.16	86.87	88.60	90.37	92.18
Consultant - Level III	92.28	94.12	96.00	97.93	99.88
Consultant - Level IV	101.36	103.39	105.46	107.56	109.72
<b><i>Resource Management Analysis</i></b>					
Analyst - Level I	40.51	41.32	42.14	42.99	43.85
Analyst - Level II	62.22	63.47	64.74	66.04	67.36
Analyst - Level III	100.14	102.14	104.19	106.27	108.40
<b><i>HR Administration</i></b>					
Administrative - Level I	27.67	28.22	28.78	29.36	29.94
Administrative - Level II	37.71	38.47	39.23	40.02	40.81
Administrative - Level III	45.89	46.81	47.75	48.70	49.68
Administrative - Level IV	55.82	56.93	58.07	59.23	60.42

## Labor Category Descriptions, Experience and Education Requirements

### Subject Matter Expert

#### **Summary:**

Provides expert support as an individual highly skilled and extremely knowledgeable of a specific scientific, management, or operational area. This individual provides management and technical support at the senior organization level.

#### **Principal Duties and Responsibilities:**

- Conducts planning, leads studies and analyses, prepares reports and briefings. Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities.
- Provides advice and expertise in competitive human resource planning, outsourcing methods, program management, risk management, transition to production, strategic planning, process improvement methods, adapting to management changes, site-selection, and consolidation of operations.
- May serve as a project lead or customer point of contact for major programs.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Performs other duties as assigned.

Job Title	Minimum / General Experience	Minimum Education
Subject Matter Expert 2	Eighteen years experience, including 5 years of experience in management, plus 7 years in the functional area of the project*.	Bachelor's degree in related subject matter discipline, or in the project's functional area.

*Note: Refer to the Table of Allowable Substitutions of Education and Experience that follows the Labor Categories Definitions.*

### Human Resources Consultant

#### **Summary:**

Provides specialized support as an individual highly skilled and extremely knowledgeable of a specific management or operational area. This individual provides management and technical support at the senior organization level.

#### **Principal Duties and Responsibilities:**

- Conducts strategic planning for support in their organization's areas of responsibility.
- Provides top-level planning, analysis, and strategy development.
- Designs and develops comprehensive studies and analysis. Performs complex analysis, diagnostic and modeling activities and formulate recommendations.

- Conducts planning, leads studies and analyses, and prepares reports and briefings. Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities.
- Applies advanced skills and experience in advising on processing personnel policies and decisions, business processes and services.
- Applies advanced functional knowledge and training experience to develop and administer training programs and classes.
- Performs other duties as assigned.

<b>Job Title</b>	<b>Minimum / General Experience</b>	<b>Minimum Education</b>
Human Resources Consulting – Level I	Seven years experience, with 3 years in the functional area of the primary discipline*.	Bachelor's degree in related subject matter discipline, or in the project's functional area.
Human Resources Consulting – Level II	Ten years experience, with 5 years in the functional area of the primary discipline*.	Bachelor's degree in related subject matter discipline, or in the project's functional area.
Human Resources Consulting – Level III	Fourteen years experience, with 10 years in the functional area of the primary discipline*.	Bachelor's degree in related subject matter discipline, or in the project's functional area.
Human Resources Consulting – Level IV	Eighteen years of experience, with 12 years in the functional area of the primary discipline*.	Master's degree in related business discipline, or in the organization's functional area.

*Note: Refer to the Table of Allowable Substitutions of Education and Experience that follows the Labor Categories Definitions.*

## **Program Manager**

### **Summary:**

Applies broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple projects. Defines objectives and policies of programs. Reviews overall effectiveness, adherence to policy and achievement of program objectives. Monitors daily operations of program. Is responsible for planning, staffing, and business development activities and interfaces with directors.

### **Principal Duties and Responsibilities:**

- Responsible for all management activities relative to a program. Interfaces with divisional branches, staff, and other technical and support personnel on all matters pertaining to technical capabilities and solutions, resource requirements and allocation, personnel matters, and business development and maintenance. Performs administrative and supervisory duties required for operation of the

program. Maintains an appropriate skills mix of the program staff through the professional development of the existing staff and the recruitment of new personnel.

- Interfaces with subcontractors on technical, limited financial, and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan.
- Develops and maintains employee coverage projections.
- Identifies business opportunities with current and potential clients through developing and maintaining positive, professional relationships with clients, establishing personal and corporate technical credibility, developing an understanding of the clients operational environment, and identification of appropriate contractual vehicles. Represents Company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the program. Conducts presentations, lectures, or discussions. Initiates meetings, ensuring representation from program operating elements Ensures that meetings are timely and allow realistic decisions to be made relative to program policies, plans, and changes to for the least adverse effect on program funds, schedules, manpower, and performance.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Performs other duties as assigned.

Job Title	Minimum / General Experience	Minimum Education
Program / Project Manager I	Twelve years experience, including 3 years of experience in management, plus 3 years in the functional area of the project*.	Bachelor's degree in related discipline area, or in the project's functional area.
Program / Project Manager II	Fourteen years experience, including 3 years of experience in management, plus 3 years in the functional area of the project*.	Bachelor's degree in related discipline area, or in the project's functional area.
Program / Project Manager III	Sixteen years experience, including 4 years of experience in management, plus 4 years in the functional area of the project*.	Bachelor's degree in related discipline area, or in the project's functional area.

*Note: Refer to the Table of Allowable Substitutions of Education and Experience that follows the Labor Categories Definitions.*

## **Systems and Quality Control Engineer**

### **Summary:**



Systems and Quality Control Engineers perform professional engineering/analyst work in research, development, design, testing, analysis, production, operation, planning, estimating, application, or standardization of systems, organizational structures, software applications, firmware, and processes. An individual in this category deals with work-processes and tools to manage risks in projects, with both technical and human-centered disciplines such as control engineering, industrial engineering, organizational studies, and project management.

### ***Principal Duties and Responsibilities:***

- Applies intensive and diversified knowledge of systems engineering principles and practices in broad areas. Makes decisions independently on problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate where requires use of advanced technology and the modification and extension of theories, precepts, and practices in the field.
- Plans, directs, and coordinates a large projects or a number of small ones with many complex features. Assesses the feasibility and soundness of proposed processes and practices.
- Directs the work of a staff of systems engineers and technicians. Makes recommendations for hire, promotion, and other changes of status.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Performs other duties as assigned.

<b>Job Title</b>	<b>Minimum / General Experience</b>	<b>Minimum Education</b>
Systems/QC Engineer – Level I	Two years experience, related to a specific discipline in the functional area of the project*.	Bachelor's degree in related engineering discipline, or in the project's functional area.
Systems/QC Engineer – Level II	Seven years experience, related to a specific discipline in the functional area of the project*.	Bachelor's degree in related engineering discipline, or in the project's functional area.
Systems/QC Engineer – Level III	Ten years experience, related to a specific discipline in the functional area of the project*.	Bachelor's degree in related engineering discipline, or in the project's functional area.

*Note: Refer to the Table of Allowable Substitutions of Education and Experience that follows the Labor Categories Definitions.*

## **Resource Management Analyst**

### ***Summary:***

Responsible for the overall management and supervision of resource analysis projects, other analysts and related disciplines engaged in development, production and implementation of human resource systems. Provides extensive experience in planning

and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. May be required to set overall policy direction for resource management projects, must communicate with executive management to ensure critical issues are addressed, provide expert guidance to projects in industry and functional areas.

***Principal Duties and Responsibilities:***

- Plans, directs, and coordinates human resource and financial management or provides support to the program office. Directs the work of a staff of resource management and financial analysts either directly or through subordinate supervisors.
- Develops, plans, reviews, directs, and controls all activities within the department. Makes major decisions, anticipates problems and develops solutions. Supervises the establishment and maintenance of a review and analysis system that assures "closed loop" management within the program and provides the necessary checks and balances.
- Develops and maintains a close communication with higher-level Government personnel, contractor, and company personnel. Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Maintains a comprehensive knowledge of analytical models and simulations. Validates the user of models and simulations for performance of sensitivity analysis for decision-making under extreme uncertainty.
- Responsible for program control and analysis on multiple contracts and types of procurements. Support activities include cost analysis, contract/task order financial management with actual versus budget performance, verification and approval of available contract funding for labor, materials and travel expenditures.
- Coordinates and participates in administrative and clerical support for an organizational segment of the company. Under general direction of supervisor and cognizant of organization's goals, priorities, policies, and practices, handles many office situations or minor problems.
- Performs other duties as required.

Job Title	Minimum / General Experience	Minimum Education
Resource Management Analyst – Level I	Two years experience, related to a specific discipline in a functional area of the organization*.	Bachelor's degree in related business discipline, or in the organization's functional area.
Resource Management Analyst – Level II	Four years experience, related to a specific discipline in a functional area of the organization*.	Bachelor's degree in related business discipline, or in the organization's functional area.
Resource Management Analyst – Level III	Seven years experience, related to a specific skill in a functional area of the organization*.	Master's degree in related business discipline, or in the organization's functional area.

*Note: Refer to the Table of Allowable Substitutions of Education and Experience that follows the Labor Categories Definitions.*

## Human Resources Technical Support

### **Summary:**

Technical Support positions include responsibility for media productions, audio and video graphic capability, graphic arts and other media presentations. Individuals in this classification provide professional technical capability to support human resource management needs with recruitment by preparing printed and digital graphic materials and videographic productions intended for use at educational institutions, trade shows and job fairs. Applies expert skill and knowledge in a number of areas including but not limited to development of complete story boards and scripts, filming and editing of video production, field video shooting, graphic story boarding, preparation of audio/visual script, music and graphics, and sound mixing. Provides video production, production and post production services. Individuals also may be trained in the performing arts, so as to stage production events that include music vocalists, instrumentalists and acting in staged events.

### **Principal Duties and Responsibilities:**

- Prepares outlines of objectives, requirements and design approaches. Completed work is acceptable for technical adequacy and satisfaction of requirements.
- Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of significant scope. Selects and adapts plans, techniques, designs or layouts. Contacts personnel in related activities to resolve mutual problems and coordinate work.
- Carries out video productions, including all planning and preparation necessary to product high quality training and recruiting video productions.
- Is skilled in audio and video graphic media preparation, editing and final production.
- Provides for safety of personnel. Applies safe practice in all operations to prevent destruction of equipment and components.

- Reviews, analyzes and integrates the work of other technicians. May train or be assisted by lower-level technicians.
- Performs other duties as assigned.

Job Title	Minimum / General Experience	Minimum Education
Technician 1 – Level I	Entry Level, no previous experience required*.	High School Diploma and appropriate technical or trade school certificate.
Technician 1 – Level II	Three years experience, related to a specific discipline in the functional area of the project*.	High School Diploma and appropriate technical or trade school certificate.
Technician 1 – Level III	Seven years experience, related to a specific discipline in the functional area of the project*.	Associate Degree in related technical discipline, or in the project's functional area.
Technician 1 – Level IV	Ten years experience, related to a specific discipline in the functional area of the project*.	Bachelor's degree in related technical discipline, or in the project's functional area.
Technician 1 – Level V	Fifteen years experience, related to a specific discipline in the functional area of the project*.	Bachelor's degree in related technical discipline, or in the project's functional area.

*Note: Refer to the Table of Allowable Substitutions of Education and Experience that follows the Labor Categories Definitions.*

## **Human Resources Administration**

### ***Summary:***

Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research. Advises employee and management personnel on the interpretation of personnel policies, programs, and procedures. Carries out administrative work involving the human resources functions and maintains related records. Individuals in this classification apply their skills and experience in processing personnel transactions and in the detailed knowledge of business processes to administer human resource processes.

### ***Principal Duties and Responsibilities:***

- Prepare human resource reports, input data into HR systems, provides assistance on employee records, processes personnel transactions.

- More skilled Administrative classifications may provide current instructional teaching methods to all training and education programs or assist in this process.
- Assist in determining requirements, maintain, and distribute materials necessary for the conduct of training and education programs. This includes determining the types and quantities of books and related instructional materials necessary to conduct the education programs for the various classes/groups; receiving, checking, and distributing the materials to the classes/groups; ensuring an adequate supply of materials is on hand for the classes/ programs; and maintaining a library listing of all books purchased for the education program.
- Support the education classes, including opening the facilities and ensuring the classroom is prepared to receive the instructors and students; maintaining records of attendance and other records necessary to the conduct of the classes; ensuring all materials necessary for the conduct of classes are readily available which includes required books and instructional materials, ancillary materials and equipment required for proper use; and securing the facility after use.
- May assist in planning curricula, coordinate the use of instructors, and request logistical support for special activities of the training and education program. Implement programs/activities and recommending such to the respective organizations; preparing and disseminating publicity materials for the program/activity; arranging and coordinating the use of physical facilities as necessary for the program/activity; recommending transportation requirements, if applicable; and evaluating the program/activity listing recommendations for improvements, if any.
- Performs other duties as assigned.

<b>Job Title</b>	<b>Minimum / General Experience</b>	<b>Minimum Education</b>
Human Resources Administration – Level I	Entry level, no previous experience required*.	HS diploma or equivalent and technical competence in functional area.
Human Resources Administration – Level II	Three years experience, related to a specific discipline in a functional area of the organization*.	Associate's degree or equivalent, preferably in a subject relating to project's functional area.
Human Resources Administration – Level III	Seven years experience, related to a specific skill in a functional area of the organization*.	Bachelor's degree in related business discipline, or in the organization's functional area.
Human Resources Administration – Level IV	Ten years experience, related to a specific skill in a functional area of the organization*.	Bachelor's degree in related business discipline, or in the organization's functional area.

*Note: Refer to the Table of Allowable Substitutions of Education and Experience that follows the Labor Categories Definitions.*

## Table of Equivalent Experience and Education Requirements

This section presents descriptions of service offerings by labor categories. When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made as shown in the following table.

### Allowable Substitutions of Education and Experience

The minimum education and experience will be met when the educational equivalencies in the tables below are considered.

Additional educational achievements in excess of requirements can be substituted for experience requirements.

Required Education	Actual Education Obtained	Additional Years of Experience Credited the Employee
MA/MS	PhD.	4
BA/BS	PhD.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

Additional experience in excess of requirements can be substituted for educational requirements

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
None	HS/GED	2
HS/GED	Tech-Inst/Military Trng	2
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	PhD.	No Equivalency
BA/BS	MA/MS	2
BA/BS	PhD.	6
MA/MS	PhD.	4